

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR03423018

DATE POSTED: 03/09/22

POSITION NO: 244038

CLOSING DATE: 03/29/2022 by 5pm

POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME / WORKSITE: Navajo Nation TV & Film / Window Rock Arizona

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: BQ58A

WORK HOURS: 8 a.m. - 5 p.m. PART TIME: ☐ NO. OF HRS./WK.: 27,519.84 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : 13.18 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Under the general supervision, performs clerical accounting and bookkeeping duties requiring a working knowledge of assigned accounting functions, accuracy and attention to detail; Oversee records management and property inventory this may include quotes, invoices, purchase orders, receiving reports, insurance, property tagging, close outs, such as records of cash receipts, cash deposits, property control records, accounts payable or accounts receivable; Verifies billing statements and prepares for authorization; Review and ensure accuracy of debits/credits to accounts; Reconcile year-end fiscal accounting records using the Financial Information Management System (FMIS); Maintain program expenditures and revenues projections; Review accounting reports to identify and trace sources of error and makes necessary corrections; On an annual basis assist Program Manager relating to fiscal management not limited to budgeting, budget forecasting, revenue projections, and formulate the proper allocation of funds to meet the goals and objective of the program; Compiles numerical and statistical information for report purposes or simple financial statements; Most often work with other Navajo Nation fiscal related programs such as Office of the Controller, Office of Management and Budget, Division of Human Resource administration, payroll, cashiers, etc.; Prepare procurement documents (Purchase Requisition, Request for Direct Payment, Interdepartmental Charge Request, etc.) including verification of standard accounting entries; Ensure NNTVF personnel are properly closing out Purchase Card usage per the policies; Keep up to date the Budget Status Reports for insertion in Quarterly Reports; Provide monthly accounting report with Budget Status Report and Vehicle mileage report; perform a Budget Revision Request and maintain a Program Payment Calendar; Assist Program Manager in managing the Expenditure Signature Authorization Form, Budget Signature Authorization, Payroll Signature Authorization and the Exposure Summary Report; Provide technical accounting insight where needed and; performs related work as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED, supplemented by college level courses in bookkeeping and/or accounting; and two (2) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state drivers license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of basic business math; Knowledge of bookkeeping practices and principles; Knowledge of public relations/customer service principles, practices, and techniques; Skill in preparing and maintaining accurate records, reports, and files; Skill in understanding and following oral and written directions; Skill in utilizing computer databases to research, maintain, and update records; Skill in establishing cooperative working relationships with those contacted in the course of work; Promote and maintain a good ethical and accurate accounting standard.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**